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To: Comptroller

13 December 1954

**FINANCE DIVISION COMMENTS REGARDING THE MANAGEMENT STAFF PROPOSED
"CHIT SYSTEM" OF TRAVEL ADVANCES FOR HEADQUARTERS TDY TRAVEL OVERSEAS**

1. The consensus of opinion in the Finance Division is that the proposed system would require too much additional workload in the Accounts Branch and the Monetary Branch to warrant its implementation. The two Branches concerned have stated that they would be unable to support the system with their present staffs. The additional workload required by the system is:

Monetary Branch:

- A - Issuance of Chits
- B - Registration of Chits
- C - Redemption of Chits
- D - Cancellation of unused Chits
- E - The constant problem of reconciliation of the Chit Account,
- F - Safekeeping and accountability of Chits not yet issued,

Accounts Branch:

- A - Maintenance of additional account for Chits
- B - Establishing of a new "desk" to control Chit activity
- C - Policing of uncleared Chit advances
- D - Increase in T/A's required by employees not obtaining funds for the entire trip from Headquarters.

2. Proposed alternatives to this plan which would be equally effective but would not require the additional workload, are presented below for consideration:

A - Issuance of a type of numbered credit card to each traveler which would authorize Agency Finance Representatives anywhere to issue travel advances to the holder. The face of the card could have specimen signatures of both the traveler and a designated Headquarters authenticating name. The reverse side of the card could provide spaces for recording the date and amount of each advance made, the initial of the Finance Officer making the advance, the amount of foreign currency and exchange rate if appropriate, and the number of the T/A which will be used in transmitting the charge to Headquarters.

B - Authorize the reimbursement of Travelers Check Fees for travel advances when overseas travel is involved.

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[Redacted]
Deputy Chief, Finance Division

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